

MICHIGAN DEPARTMENT OF EDUCATION
OFFICE OF SCHOOL EXCELLENCE
EARLY CHILDHOOD AND PARENTING PROGRAMS
MICHIGAN SCHOOL READINESS PROGRAM

PROFESSIONAL TRAINING PROGRAM OPTIONS
FOR PARAPROFESSIONALS IN THE
MICHIGAN SCHOOL READINESS PROGRAM

The *Standards of Quality and Curriculum Guidelines for Preschool Programs for Four Year Olds* includes the mandated training requirements for staff members for the Michigan School Readiness Program. Quality Indicator R.2.1.a refers to the training of the early childhood paraprofessional or associate teacher, who should have: “An associate’s degree in early childhood/preschool education, child development, child care, or Child Development Associate (CDA) credential or equivalent continuing education experience, as approved by the State Board of Education.”

Training Options: All paraprofessionals or Associate Teachers not “grandparented” must complete *one of the three* training options. Newly hired paraprofessionals or Associate Teachers have two years from the date of hire in a Michigan School Readiness Program to complete the training. The options for training are:

1. An associate’s degree in early childhood/preschool education, child development, or child care or equivalent;

OR

2. A Child Development Associate (CDA) credential or other equivalent nationally-recognized credential;

OR

3. One hundred twenty clock hours of documented formal child care education offered by approved training organizations, with no fewer than ten hours in each of the following content areas (from the CDA requirements):

- “(a) Planning a safe, healthy environment to invite learning
- (b) Steps to advance children’s physical and intellectual development
- (c) Positive ways to support children’s social and emotional development
- (d) Strategies to establish productive relationships with families
- (e) Strategies to manage an effective program operation
- (f) Maintaining a commitment to professionalism
- (g) Observing and recording children’s behavior
- (h) Principles of child growth and development.”*

The following organizations could offer approved training modules:

- Colleges and universities
- Community colleges
- Vocational education departments of high schools
- Intermediate school districts
- Local school district in-service training sessions
- Local community education courses
- In-service training offered by Head Start agencies
- 4C Association (Community Coordinated Child Care) state or local agencies
- Red Cross First Aid Training
- National, Michigan, or local Association for the Education of Young Children
- Conferences and workshops
- Department of Consumer & Industry Services Child Day Care Licensing Division
- Others by pre-approval of an intermediate school district or the Michigan Department of Education
- Any organization receiving State Board Continuing Education Units

*Taken from the booklet, *The Child Development Associate National Credential* (May 1995), available from the Council for Early Childhood Professional Recognition, 1341 G Street, N.W., Suite 400, Washington, DC 20005-3105.

MEMORANDUM

TO: Michigan School Readiness Program Paraprofessionals

FROM: Michigan School Readiness Consultants

SUBJECT: Documented Formal Early Childhood Education Option Individual Record Sheet

Attached is a record form for keeping track of the sessions and workshops you attend to meet the training requirements for paraprofessionals in the Michigan School Readiness Program. You must document 120 clock hours of training offered by approved training organizations, with no fewer than ten hours in each of the following content areas (taken from the CDA requirements):

- (a) Planning a safe, healthy environment to invite learning
- (b) Steps to advance children's physical and intellectual development
- (c) Positive ways to support children's social and emotional development
- (d) Strategies to establish productive relationships with families
- (e) Strategies to manage an effective program operation
- (f) Maintaining a commitment to professionalism
- (g) Observing and recording children's behavior
- (h) Principles of child growth and development

Please complete the form according to the following guidelines:

1. Include a cover letter with your name, work address, and phone number.
2. Duplicate the form before you begin recording your training. Keep a blank form to duplicate so that you have space to record all of your training.
3. You must include documentation of your participation in each session. You may do so by asking the presenter to sign the individual record sheet, or by writing "see attached" in the space on the form and attaching a certificate of attendance, CEU award, or other document certifying your participation in the session.
4. When you have completed the training, send your form and documentation to the Michigan Department of Education, Office of School Excellence, Early Childhood and Parenting Programs, P.O. Box 30008, Lansing, MI 48909.
5. If your training is approved, you will receive a letter from the Department.

Michigan School Readiness Program: Paraprofessional Training

Name: _____ School District/Agency: _____ School Year: _____

DOCUMENTED FORMAL EARLY CHILDHOOD EDUCATION OPTION

Training Organization	Date	Topic & Presenter	Type of Training	Content Area * (See Below)	Hours	Signature of Presenter

- * Content Areas:
- | | |
|---|--|
| 1. Environment – Planning a safe, healthy environment to invite learning development | 5. Program Operation – Strategies to manage an effective program operation |
| 2. Physical & Intellectual Dev. – Steps to advance children’s physical and intellectual development | 6. Professionalism – Maintaining a commitment to professionalism |
| 3. Social & Emotional Dev. – Positive ways to support children’s social and emotional development | 7. Authentic Assessment – Observing and recording children’s behavior |
| 4. Family Relationships – Strategies to establish productive relationships with families | 8. Growth & Development – Principles of child growth and development |